

7.14 Grievance Policy

A grievance is a complaint that arises from the application of the Department's personnel regulations. Every employee shall have the right to present a grievance according to the procedures outlined in this section. The grievance procedure is not applicable to disciplinary actions or termination of employment.

Any employee with a grievance shall first discuss the grievance with the employee's Work Group Director, supervising Associate Secretary or Deputy Secretary. When informal procedures fail to resolve the grievance, the procedure described below shall be followed:

- The employee shall present the grievance in writing to the supervising Associate Secretary or Deputy, with a copy to the Human Resource Officer, within five (5) working days of the incident giving rise to the grievance. The Associate or Deputy Secretary shall within fifteen (15) working days of the receipt of the employee's written grievance, meet and discuss the grievance with the employee and employee's representative, if any, and reply in writing within ten (10) working days of the meeting.
- If the employee is not satisfied with the response, the employee may within five (5) working days of the receipt of the decision request in writing a review of the grievance by the Secretary of Education, or the Secretary's designee.
- The Secretary of Education, or designee, shall within fifteen (15) working days of the receipt of the request meet and discuss the grievance with the employee. Within twenty (20) working days of the meeting the Secretary of Education or designee shall issue a written decision to the employee.
- The time limits specified in the above procedural steps may be extended by the Secretary for good cause.

Copies of all written requests and decisions issued under this policy shall be submitted to the Secretary of Education and to the Human Resource Officer.